



# Washington State Criminal Justice Training Commission

CIT Basic King CO (8070)

November 2-6, 2015

Burien, WA

## STUDENT INSTRUCTIONS

- Arrival:** You are requested to report on **Monday, November 2, 2015**, to the **Criminal Justice Training Commission, 19010 1<sup>st</sup> Ave S, Burien, WA, 98148**. Class will begin at **8:00 AM**, and end at 5:00 PM.
- Prerequisite:** Students are to bring a list of their mental health resources they use or are available at their agency.  
*Class is held in the CIT Modular located on the back of campus by the range.*
- Travel/Meals & Lodging:** **Lunch and break meals are provided to the students in this training class.**  
Lodging is not provided for this training and is the responsibility of the student and/or their agency.
- Reimbursement:** Commissioned law enforcement personnel from King County law enforcement agencies, or who have personnel assigned to King County proper, will receive backfill reimbursement at a rate of \$55/hour per student. Students will sign a reimbursement form when they complete the class in its entirety. Reimbursement monies will be sent to the agency to disperse accordingly.
- Attire & ID Badges:** Uniforms, agency logo clothing, or business casual. Updated WSCJTC Policy – agency official ID must be visible while on campus. (badge/ID card)  
**FRIDAY:** Come dressed for role play scenarios in mock city; wear comfortable attire that may get dirty. No live firearms for role play day.
- Note-Taking:** Note-taking items such as notebook paper, pens, and pencils, will **not** be made available at the training site, and are the responsibility of each attendee.
- Smoking/Alcohol:** Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.
- Telephone:** You should advise your family and agency of how to reach you in the event of an emergency. Please have caller identify the class. They will **not** take personal messages of a non-emergent nature.
- EMERGENCY ONLY: 206-835-7300**
- Firearms:** Firearms will not be used in this course. *Please secure firearms before coming to class.*
- Attendance:** Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve **any** time out of class.
- Cancellation Guidelines:** If for any reason it becomes necessary to cancel this application, please advise by email at [citregistrar@cjtc.state.wa.us](mailto:citregistrar@cjtc.state.wa.us) **no later than October 26, 2015**, to avoid late cancellation or no show fees. **Your agency will be billed \$50 for non-attendance. No exceptions will be made.**
- Responsibility for Injuries:** Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.